

Job Description

Job title	Counsellor
Project/team	Community Rehabilitation & Psychosocial Intervention Service, Essex
Main place of work	Action on Addiction, Community Recovery Based at Braintree or Wickford offices, but travel to other locations as required in the community.
Reports to	Service Manager
Date - This is the date the job description was written	January 2017
Key contacts Internal and external	Service Manager Senior Administrator Counselling team Clinical supervisor Administrators Clients Volunteers/volunteer drivers Students on placement/volunteer counsellors External care and support coordinators e.g. recovery managers, offender managers, etc. Other professionals
Main purpose of the role In one or two sentences summarise why this role exists	To deliver either: <ul style="list-style-type: none"> • the SHARP programme (Self Help Addiction Recovery Programme) including case managing clients; or • high-intensity, psychosocial counselling in the community.
Key accountabilities Financial, decision-making, key targets, line management authority	Delivery of the community rehabilitation programme to the SHARP model Provision of high-intensity counselling in the community Quality of service provided to clients. Retention of clients on the programme. Successful outcomes for clients – treatment completion, client commitment to abstinent recovery, client engagement with a social support network. Good practice case management including quality record keeping. Safeguarding vulnerable adults and children by identifying and reporting them to the relevant body
Main duties	To participate in the assessment and risk assessment of applicants to the programme To plan and facilitate group therapy sessions and psycho-educational workshops using recognised theoretical frameworks and the SHARP model. To hold a caseload of clients to whom 1:1 counselling is provided To provide high-intensity counselling to clients in the community To facilitate community meetings To collaboratively devise treatment plans with clients To carry our drug and alcohol screening tests Produce client files, case notes and update the client database. Facilitate family conferences with clients, carers and family members

	<p>Ensure that all clients leaving the programme have agreed plans for their continuing care and support.</p> <p>Identify safeguarding issues and report them to the relevant body</p> <p>Participate in all team meetings, case management meetings, and care reviews</p> <p>Attend clinical supervision, progress reviews and staff support sessions.</p> <p>To pursue a programme of personal and professional development.</p> <p>To liaise with other relevant professionals and stakeholders</p>
<p>General duties Common to all roles</p>	<p>Comply with codes of practice, policies and procedures</p> <p>Take action to reduce health and safety risks</p> <p>Work in harmony with the Charity's values</p> <p>Respect others and value diversity</p> <p>Continuously develop knowledge, learning, skill and practice</p> <p>Continuously improve service delivery</p> <p>Perform other reasonable duties as may be required from time to time</p>
<p>Special conditions For example, unusual hours, travel</p>	<p>There may be some weekend working required on a rota basis for which time off at single rate would be given during the week.</p> <p>There may be some evening working required on a rota basis for which time off at single rate will be given during the week.</p> <p>Off-site working for which travel expense will be reimbursed</p>

Please sign to confirm that you have read and understood the job description

Your name	
Signed	
Date	